



MAIL CLERK

The U.S. Embassy in Canberra is seeking an individual for the position of Mail Clerk in the Diplomatic Post Office (DPO)

Salary: A\$52,465 p.a. + superannuation benefits

Hours: Full time 40hours/week

All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.

1. Completion of Secondary School (Year 10) is required.
2. A minimum one year of administrative experience is required.
3. Level 4 (Fluency) Speaking/Reading English is required.
4. Good interpersonal and customer service skills are required.
5. Basic computer skills are required.
6. Physical strength to deal with heavy pouches (up to 70 pounds) is required

For further information and the selection criteria please refer to the ***duties and responsibilities statement***.

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla, ACT 2600 or via email to: usaembrhro@state.gov by **MARCH 6, 2013**

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

Note: Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

POSITION TITLE: MAIL CLERK	POSITION GRADE LE-5 (STARTING SALARY A\$52,465)
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DUTIES AND RESPONSIBILITIES

Basic Function of the Position

The primary focus of this position is Diplomatic Pouch and Mail duties. The incumbent supports the Diplomatic Post Office (DPO) and the Department of State (DoS) Mailroom facility located at the American Embassy in Canberra, Australia. This position is responsible for day to day operations of all Mailroom and DPO (e.g. Finance, Operations, Records, Transportation, Communications, and Supply and Equipment) postal functions at the Embassy in accordance with, Military Postal Authority (MPSA), Department of State, and United States Postal Service (USPS) standards, directives, and regulations.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Prue Fuller at (02) 6214 5778.

Major Duties and Responsibilities

(60%) Provides incoming and outgoing postal service to DPO patrons by sorting and pitching incoming mail into appropriate receptacles, and preparing outgoing mail for dispatch. Provide window services including accepting articles for mailing and assisting customers with Kiosk and "Click-N-Ship" usage. Process certified mail and insured parcels. Maintain active and inactive postal directory files. Issue combinations for lockboxes for incoming personnel, and close lockboxes for departing personnel. Perform administrative duties to include the preparation of PARS reports and other official correspondence. Answer telephone calls. Maintain files. Requisition publications. Perform typing, filing, and retrieving duties. Learn all aspects of DPO and assume Postmaster position during absence.

(10%) Receives incoming local mail (Australian Post), segregates according to subject matter, organization, or addressee and routes to the appropriate organization or person. Checks outgoing mail for proper address, enclosures, etc., segregates for placement in outgoing unclassified pouches or Australian Post for mailing. Prepares all out going unclassified pouches for mailing. Assists in maintaining all relevant logs for correspondence, packages, and contents of unclassified pouches. Explains mail handling procedures and regulations to mission officials and employees.

(10%) Ensures the efficient operation of the unclassified diplomatic pouch system, dispatching and receiving pouches to/from the Department of State, Bangkok and any and all other foreign service posts. This also involves accurate record keeping of invoices and associated paperwork related to pouch operations. In this role, the position performs all duties as required to ensure efficient and rapid dispatch of materials from the Financial Management Center and other Embassy sections and

agencies utilizing private couriers. Report violations of the use of the pouch to the supervisor and appropriate State Department offices as set out in the regulations.

(5%) The incumbent assists in the preparation of yearly reports evaluating the services received from the private companies. He or she can also be called upon to act as a liaison for meetings with commercial concerns interested in doing business with the Embassy in the mail-forwarding sphere. Also assists immediate supervisor in monitoring and reporting of changes to established rates for services and may recommend change when appropriate. Prepares and ensures timeliness of all reports required for use by the Embassy Administrative Section. Drafts ERS, UNCAP and Missing Pouch cables for approval by the section supervisor.

(5%) Incumbent screens incoming mail and interacts with the RSO section of the Embassy regarding suspicious items. After initial screening, uses secure isolating procedures to open all mail not addressed to an office or individual. Also offers instruction on procedures and the operation of safety equipment, to other Embassy staff responsible for separate office mail opening.

(5%) Operates the postal franking machine and ensures proper billing, maintenance of equipment and the \$10,000 allotted amount of credit. Reports to the Mailroom Supervisor on the usage of the funds and is responsible for preventing the fraudulent usage of this equipment.

(5%) Acts as Mailroom Supervisor in the supervisor's absence on sick or annual leave, or during times when the supervisor is away from Post. At such times the incumbent oversees continued staffing of the DPO, as well as ensuring the Mailroom functions as normal.

SELECTION CRITERIA

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Secondary School (Year 10) is required.
2. A minimum one year of administrative experience is required.
3. Level 4 (Fluency) Speaking/Reading English is required.
4. Good interpersonal and customer service skills are required.
5. Basic computer skills are required.
6. Physical strength to deal with heavy pouches (up to 70 pounds) is required.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

TO APPLY

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix below); or

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

All applicants must address the selection criteria with specific and comprehensive information supporting each item.

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans

preference must submit documentation confirming eligibility for a conditional preference in hiring with their application

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Regional Human Resources Office
American Embassy
Moonah Place
YARRALUMLA ACT 2600

or via email to: usaembrhro@state.gov

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THE DEADLINE FOR APPLICATIONS IS MARCH 6, 2013

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.

APPENDIX

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide

K. If applying for position that includes driving a U.S. Government vehicle, provide Driver's License Class / Type

L. Days available to work

M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)

N. U.S. Eligible Family Member and Veterans Hiring Preference

O. Education

P. License, Skills, Training, Membership, & Recognition

Q. Language Skills

R. Work Experience

S. References